**COMPANY PROFILE**

Please find enclose our company profile and offer for providing housekeeping services in the premises under your management.

Whilst submitting our most competitive proposal we would like to reaffirm our commitment toward excellence in service, delivery, with consistently high standards of cleaning, leading to increased efficiencies in cleaning standards and optimization of human resources.

On account of your requirement operations, we have proposed our manpower deployment. However, the final manpower deployment can be done in connection with your facility manager.

We would be pleased be discuss the technical and commercial aspects of the proposal to finalize the scope of work at your convenience. If you need further information or clarification, please do not hesitate to get in touch with us.

Thanking you

Yours faithfully,

**For Pratap solanki**

**Proprietor**

**COMPANY REGISTRATION NUMBER**

**ADHAR UDYAM NO :- UDYAM-MH-18-0021402**

**PT NO :- 27961674319P**

**GST NO :- 27BESPS6775M2Z6**

**PF NO :- KDML1654307000**

**ESI NO :- 3500041610001099**

**GUMASTA LICENCE :- 762084655**

**COMPANNY INFORMATION**

|  |  |
| --- | --- |
| Name of the company | SHREEJI ENTERPRISES |
| Address | Office -105 neelam industrial premise co-op society kandivali west, irani wadi, 251 shantilal modi x road 2 mumbai-400067. |
| Email | Shreejienterprises1967@gamil.com |
| Phone no. & contact person | Proprietor  1) Mr. Pratap Solanki  9619727243  2) Assistant  Pooja Kanojia  8850201049  3) Branch Manager  Manoj Solanki  9167604716  4) Supervisor  Mr. Abhishek Soalnki  8291436722 |
| Email ID: Pooja Kanojia  [Poojakanojia2907@gamil.com](mailto:Poojakanojia2907@gamil.com) |
|  |
| location | Mumbai |
| Service provided | Commercial House Keeping  Man Power  Supply And Maintenance |

**HOUSEKEEPING PROFILE**

**STAFF:-**

* Hk staff deputed will be disciplined, reliable trained and wall groomed uniformed personal with identity cards maintaining high quality standard of your office.
* In case of absenteeism, backup/reliever will be placed with due notice to the office.
* Staff will be working for 8 hours as per shift schedule.
* All service men will be above 18 years of age.
* We will follow all standard safety regulation/procedure or required by you.
* CHANGE OF RATES: rates are based on the scope of work and service offered. However in case of increases or change in scope of work in rates with be revised.

**DAILY SERVICES:-**

* Dusting the cabins, table tops, panels, furniture and etc. and the overall cleaning of specified area.
* Cleaning the doors and windows glasses from the inner side where accessible.
* Sweeping and mopping of the floor i.e dry and wet cleaning of the uncarpeted area and vacuums the carpeted area.
* Removing stains form table tops, partition and wall s (where possible to wash).
* Cleaning the main and rear entrance, stainways, fire exists and other common area.
* Cleaning the toilet throughout the working hours of the office.
* Cleaning the waste from the dustbins as a when needed or after office hours.
* Keeping the premises clean, neat, and by genetic by using the ecofriendly.
* Performing spotting of stains from tables chairs and carpet where ever possible.

**WEEKLY DEEP CLEANING SERVIES** :-

* Cleaning the A/C flaps, shelves ,computer fax, telephone photocopies and
* Artifacts if any with ecofriendly cleaning solution.
* Polish the brass/steel knobs and panel strips.
* Completely clean the moveable furniture.
* Provide disinfectant treatment of toilets, water closets and wash basins.
* Carpet and sofa chair cleaning and shampooing extra charges.
* Flat and bungalows cleaning extra charges.
* Water tank cleaning extra charges.

SUPERVISOR:-

An experienced housekeeping supervisor will be deputed per. This can be done with your consent that will carry out the following duties:

* Will plan and allocate the various activities of housekeeping services to the staff.
* Hk staff will be briefed about the work on day to day basis and as per priorities.
* All the complaints/suggestion of your officials will attend by the supervisor.
* He will report and accelerate about any major issues arising to the higher authorities.

**CURRENT CLIENT LIST**

|  |  |  |
| --- | --- | --- |
| Sr. No | Current Client List | Location |
| 1 | Nandham society | Kandivali(w) |
| 2 | KES Shroff College | Kandivali (w) |
| 3 | Raj Residency | Kandivali (w) |
| 4 | Childrens Academy | Kandivali (e) |
| 5 | ASPEE Nutan High School | Malad |
| 6 | LM Patel Eye Hospital | Malad (w) |
| 7 | Khakkhar House | Malad |
| 8 | Mansarvar co-op-society | Kandivali (w) |
| 9 | Vajardham co-op. | Malad |
| 10 | Infant jesus high school | Malad (w) |
| 11 | Mother Terraca | Malvani |
| 12 | Bhoomi Sankit | Kandivali |
| 13 | Children Academy | Malad |
| 14 | Children Academy | Kandivali (e) |
| 15 | Laxmi Narayan trust | Kandivali (W) |
| 16 | Puspak vatika | Santacruz |

**EXPERIENCE:-**

We had been engaged in the commercial and residence housekeeping for the 10 years. We are directing catering to the cleaning and shift maintenance requirements.

We have through knowledge of modern aspect of environment Hygiene chemicals and machineries. We also posses many imported cleaning equipment like High Pressure Water Jet Machine, weight and dry machine, scrubbing machine and several vacuum cleaners.

|  |  |  |
| --- | --- | --- |
| **SR NO** | **Particulars** | **RATE PER PERSON PER MONTH** |
|  | **HOUSEKEEPING BOY’** | **11500/-** |
|  | **HOUSEKEEPING GIR’S** | **11500/-** |
|  | **HOUSE KEEPING SUERVISOR** | **12500/-** |
|  | **LIFT MAN** | **10000/-** |
|  | **OFFICE BOY** | **10000/-** |
|  | **PANTRY BOY** | **10000/-** |
|  | **CLEANING MATERIALS DEPEND FOR SITE** |  |
|  | **Service charges 10%** |  |
|  | **GRAND TOTAL** |  |
| **NOTE** : THE ABOVE CHARGES ARE BASED ON THE PREVAILING MINIMUM WAGES AS PER THE MINIMUM ACT INCLOSING OF STATUTORY COMPLIANCES UNIFORMS ETC. ANY REVISION IN THE MINIMUM WAGES AT A LATER DATE WILL BE REIMBURSED BY YOU TOGETHER WITH THE STATUTORY COMPLIANCES AND OUR SERVICES CHARGES. | | |

**Cost sheet**